

POST ON BULLETIN BOARD
TRADITIONAL GUARD POSITION VACANCY ANNOUNCEMENT
143 COMBAT COMMUNICATIONS SQUADRON
TG ANNOUNCEMENT # 09-111

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
101 41 st Division Way Camp Murray, WA 98430	15 Dec 2009	21 Feb 2010	9840181C
POSITION TITLE, GRADE, AFSC, FACILITY:			
Knowledge Operations Specialist, MSgt (or promotable TSgt), 3D071.			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
This is NOT an entry level position; Must possess a 7-level AFSC; If retraining, must be able to obtain AFSC in accordance with the AFECDD attachment 4; Strong oral and written communication skills; Must be willing to attend eight week in-residence school at Keesler AFB, MS for award of AFSC; Must have completed a specific school/training; Must be willing to fulfill/support taskings for AEFs. Must be willing to obtain A+ certification IAW DoDI 8570. Performs, supervises, or manages data, information, and knowledge-sharing services in a fixed and expeditionary environment. Includes planning, coordinating, sharing, and controlling an organization's data and information assets. Manages technologies to capture, organize, and store tacit and explicit knowledge. Supervises all Knowledge Operation Personnel.			
SPECIALIZED EXPERIENCE:			
Knowledge of relationship of data, information, and knowledge; policies and procedures relating to life cycle of information, including electronic communications, e-mail management, content management, records management, publications, forms, and information systems; Freedom of Information Act, Privacy Act, and document security (FOUO, unclassified, classified); standard software applications and collaboration tools; expeditionary concepts and after-action reporting; and information technology fundamentals. Also experience performing or supervising functions such as knowledge management planning; liaison/outreach between units and customers and information integration/presentation.			
OTHER REQUIREMENTS:			
Must possess or be eligible for a Secret security clearance; Must possess military driver's license; Must possess TBA experience; Must be familiar with user level computer operations and Microsoft Office 2003 or 2007 Suite; Must have supervisory and training administration experience.			
AREA OF CONSIDERATION:			
All members of the Washington Air National Guard and those eligible to enlist			
WORKING CONDITIONS:			
Supervisory position in squadron orderly room.			
SUMMARY OF DUTIES:			
Performs and supervises data management. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Performs information management functions. Manages knowledge services. Manages, supervises, and performs planning and implementation activities.			
INSTRUCTIONS TO APPLICANTS			
APPLICATION REQUIREMENTS:			
Submit the following: (<i>Example:</i> resume; letter of interest; record review RIP; fitness scores)			
EMAIL RESUME TO:	OR SEND TO:		
robert.zinkus@wataco.ang.af.mil	143 CBCS/CCT 101 41 st Division Way, Suite 106 Camp Murray, WA 98430 Attn: MSgt Robert J. Zinkus		

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, factor consideration, selection, and placement of applications.